

**Tenant Owners:**

List all known owners of improvements being acquired.

**Location of Property:**

Use street address if an urban property. If a rural property, a general location such as "two miles south of Springfield on the west side of FAI Route 55" is to be used.

The use of either "improvement" or "construction" will depend on what is being done, and the most applicable word should be used.

**1. Description of Tenant Owned Improvement being acquired:**

Describe improvements being acquired.

**2. Compensation for Tenant Owned Improvements Located on the Proposed Right-of-Way:**

List Improvement being acquired along with corresponding values and provide total compensation.

**Owner Retention Value:**

Describe the improvements and insert the amount of the owner-retention value that was determined by the district property manager.



\_\_\_\_\_ Route \_\_\_\_\_  
Section \_\_\_\_\_  
Project \_\_\_\_\_  
Job No. \_\_\_\_\_  
\_\_\_\_\_ County  
Parcel No. \_\_\_\_\_

Owner(s) of Real Property: \_\_\_\_\_  
\_\_\_\_\_

Location of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following summary has been prepared in order to fully inform you of the details of the acquisition of your property for the proposed (improvement/construction) of \_\_\_\_\_ Route \_\_\_\_\_. The legal description(s) of the parcel(s) to be acquired is (are) found on the attached instrument(s) of conveyance.

The amounts shown below are the full amounts of the approved values and are based on fair market value of the property, a copy of which is available upon written request to (DE and district address).

1. Description of Tenant-Owned Improvements being acquired:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Compensation for Tenant-Owned Improvements Located on the Proposed Right of Way:

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Total Compensation for Tenant-Owned Improvements	\$	_____
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You may want to retain and remove from the right of way some, or all, of the improvements included in the acquisition. If so, the following owner-retention values have been established for the improvements listed above, and the total of the owner-retention values for the improvements retained will be deducted from the total compensation.

Improvement	Owner-Retention Value
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>

Any agreement to retain such improvements does not convey with it a permit to move the improvements on, or over, any state highway. Mr./Ms. 

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 will be happy to furnish information for your use in applying for a permit if one is needed.

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District Engineer

On behalf of the Department of Transportation, Division of Highways, and as outlined in the above summary, I hereby offer you the sum of \$ 

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 for the property described on the attached instruments free and clear of all claims of other parties, liens, taxes and encumbrances.

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Realty Specialist

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Date